



Deborah A. Gist
Commissioner

State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

**E-VERIFY
PROGRAM
EMPLOYER**

VACANCY NOTICE

MAY 25, 2010

**RHODE ISLAND DEPARTMENT OF EDUCATION
OFFICE OF STUDENT, COMMUNITY & ACADEMIC SUPPORTS**

***EDUCATION SPECIALIST, TITLE I**
\$74,373 - \$90,373

APPLICATION PERIOD:

All resumes must be received or post-marked on or before **JUNE 8, 2010.**

APPLICATION REQUIREMENTS:

Send resume, cover letter, and two current letters of reference to:

Office of Human Resource Development
255 Westminster St.
Providence, RI 02903

Cover letter and resume may be e-mailed to
lisa.vieira@ride.ri.gov

Signed letters of reference should be mailed.

PLEASE NOTE:

Candidates selected for interview will be required to submit official transcripts.

**DUTIES AND
RESPONSIBILITIES:**

See attached job description.

REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES CAN BE ARRANGED IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB.

(Position is part of Local 2012, RIFT)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Telephone (401)222-4600 **Fax** (401)222-6178 **TTY** 800-745-5555 **Voice** 800-745-6575

www.ride.ri.gov

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**DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
NON-CLASSIFIED JOB DESCRIPTION**

TITLE: Education Specialist – Title I

GENERAL STATEMENT OF DUTIES: Incumbent will be responsible to ensure that Title I programs for at-risk students provide supplementary assistance of high quality and proven effective practice to enable students to reach high performance standards by providing leadership, technical assistance and support to Title I programs for at-risk students.

SUPERVISION RECEIVED: Works under the supervision of a manager with wide latitude to exercise independent judgment. Work is subject to review on a periodic basis or upon completion for results achieved and for adherence to professional standards of conduct.

SUPERVISION EXERCISED: Generally none. May work as part of teams and in collaboration with others with wide latitude for the exercise of independent judgment to achieve results. May be involved in providing input to the performance management process as a peer or colleague as appropriate.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED AND ESSENTIAL FUNCTIONS:

Assist in the collaborative and coherent process for state-level administration of the Title I program and its linkages to other Federal and State-funded programs conducted and coordinated by Title I participating districts, schools and other State agencies, including Title I Part D Programs for Children Who Are neglected, Delinquent, or At-Risk; or children experiencing homelessness.

Provide technical assistance and support to districts that operate Title I programs.

Design, implement and conduct Title I professional development workshops for district staff on program requirements and best practices.

Participate on the Consolidated Resource Plan (CRP) team for the review and approval of the Title I program, and ensure the coordination of resources to best support teaching and learning for at-risk students.

Participate in the collection, compilation and analysis of reports and data required by the US Department of Education, as related to the Title I program and McKinney Vento Homeless Education Act.

Participate on various committees, panels, work teams and task groups as appropriate.

Perform related work as assigned.

REQUIRED QUALIFICATIONS

KNOWLEDGE AND SKILLS:

Working knowledge or familiarity with standards-based curriculum, instruction and assessment, and with standards-based reform in Rhode Island as well as that prescribed by Title I of the Elementary and Secondary Education Act as amended.

Working knowledge or familiarity of Title I funded programs for at-risk children, and demonstrated ability to understand and interpret written laws, policies and procedures consistent with Title I statute, with a focus on achieving desired results.

Working knowledge or familiarity with systems of professional development, educational technology, strategic planning, school/program improvement, effective parental and family involvement, educational assessment, the use of data to inform decision-making and research concerning promising/proven practices for the education of at-risk students.

Working knowledge of or familiarity with all program requirements for Title I: Improving the Academic Achievement for the Disadvantaged, and the McKinney Vento Homeless Education Act.

Demonstrated ability to prepare, review, implements and evaluate grant activities.

Demonstrated ability to analyze data and prepare reports.

Demonstrated oral and written communication skills.

Demonstrated time management and organizational skills, and ability to work independently. Working knowledge of school district and school operations.

Demonstrated ability to use technology.

EDUCATION: Such as may have been gained through a Master's degree in Education or related field.

EXPERIENCE: At least five years employment in a responsible educational position serving the needs of students at risk of school failure that may include a classroom, school, district or State educational setting involving administrative, training and educational responsibilities.

OR: Any combination of education and experiences that shall be substantially equivalent to the above experience and education.

Must have own transportation and be available evenings and occasionally on weekends.

Reasonable accommodations can be made for qualified individuals with a disability.

Revised: May 2010